



Draft Scoping Meeting Minutes

Subject: Contract: EP-W-09-009; Work Assignment: 032-ROBE-A245			
Client: EPA Region 2			
Project:	New Cassel/Hicksville Groundwater Contamination – RD Oversight	Project No:	258962-002
Date:	June 9, 2015	Time:	02:00 PM EDT

Participants

John Bachmann, Jr. EPA Contracting Officer
Keith Moncino, EPA Project Officer
Pete Mannino, EPA Section Chief
Jennifer LaPoma, EPA Work Assignment Manager
Brad Williams, HDR Program Manager
Tom Connors, HDR Project Manager
Shannon Kling, HDR Project Engineer

Purpose: Scoping Meeting

Introduction and Discussion:

J. LaPoma provided an overview of the different operable units associated with the New Cassel/Hicksville Groundwater Contamination Site. The three Operable Units are OU1, a portion of contaminated groundwater downgradient of the New Cassel Industrial Area,, OU2 which is groundwater impacting the Hicksville water supply wells 5-2 and 5-3, and OU3 is the far-field area farther downgradient of the plume addressed in the OU1 ROD. The subject of this work assignment is for OU1 and is for the oversight of the remedial design. EPA signed the OU1 ROD in September 2013. EPA has been negotiating with the PRPs since 2014.

The meeting proceeded through the scope of work and the discussion items, organized by task, are summarized below:

Task 1.1 – HDR will provide a project administration and management support budget for a 24 month period of performance.

Task 1.4 – The second paragraph shall be stricken from the scope. The Work Plan and Cost Estimate shall be prepared to address Task 1 activities only.

HDR had no additional questions on the Statement of Work. The meeting was concluded at approximately 2:30 p.m.

Action Items

- HDR
 - Distribute meeting minutes within 5 calendar days
 - Prepare draft work plan within 45 calendar days

